
Advanced Writing Skills for Agency Seminar
December 17-19, 2001
Columbia, South Carolina

Agenda

Monday, December 17, 2001

8:00 - 8:30 A.m.	Registration
8:30 - 8:45 A.m.	Welcome and Opening Remarks
8:45 - 10:15 A.m.	The 12 Warning Signs of Writeritis
10:15 - 10:35 A.m.	Break
10:35 - 11:30 A.m.	Rhetorical Theory and the Persuasive Writer
11:30 - 11:45 A.m.	Break
11:45 - 12:45 P.m.	Rhetorical Theory and the Persuasive Writer (Continued)
12:45 - 2:00 P.m.	Lunch
2:00 - 3:15 P.m.	Rhetorical Theory and the Persuasive Writer (Continued)
3:15 - 3:35 P.m.	Break
3:35 - 5:00 P.m.	Practical Application: Analysis of Writing Samples
5:00 P.m.	Recess

Tuesday, December 18, 2001

8:30 - 8:45 A.m.	Introduction
8:45 - 9:45 A.m.	Organizing Documents for the Legal Reader
9:45 - 10:00 A.m.	Break
10:00 - 12:00 P.m.	Editing for the Legal Reader: Clarity
12:00 - 1:30 P.m.	Lunch

1:30 - 3:00 P.m.	Editing for the Legal Reader: Conciseness
3:00 - 3:15 P.m.	Break
3:15 - 3:45 P.m.	Citing for the Legal Reader: Common Errors
3:45 - 5:00 P.m.	Hands-on Computer Session - Use Business School
5:00 P.m.	Recess

Wednesday, December 19, 2001

8:30 - 9:30 A.m.	Ethics
9:30 - 10:00 A.m.	Break
10:00 - 10:30 A.m.	Computer Research
10:30 A.m.	CLE, Evaluations, and Adjournment